

OFFICE MANAGER

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional and administrative work assisting with a variety of complex office management and administrative tasks; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate office assistance personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, assigns, schedules, supervises and performs clerical work; orients, trains, develops, assists and reviews progress of subordinate clerical personnel; processes concerns/problems; counsels, disciplines and conducts performance evaluations on assigned staff; recommends hiring, transfer, promotions and termination of personnel.
- Composes correspondence and prepares reports independently or from oral instructions.
- Develops, establishes and maintains office filing, index and record systems and oversees maintenance of same; recommends updates to department policies and procedures.
- Performs a variety of complex and confidential clerical and office assistance duties; performs research and prepares reports.
- Assists the public with the completion of various records, applications, etc.; verifies completeness and accuracy of information; coordinates processes with other agencies and departments.
- Prepares or oversees the preparation of statistical and financial reports; processes budget information and compiles figures for annual budget; prepares and administers office budget; assists in monitoring budgets; tracks revenues and expenditures.
- Coordinates and assists with processing accounts receivable, accounts payable, purchasing, payroll and other financial data; reconciles invoices and payment vouchers; receives, receipts and accounts for various revenues; makes deposits.
- Attends meetings, takes meeting minutes; maintains minute books; oversees the preparation of packages for dissemination prior to meetings.
- Receives calls and ascertains nature of business and directs to appropriate party for disposition; responds to requests for information; assists the public and employees with questions or complaints about the department.
- Performs administrative details; arranges functions and travel plans; schedules appointments and maintains meeting calendars.
- Operates a variety of office and computer equipment; serves as liaison with information systems on computer problems.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices; comprehensive knowledge of accounting and bookkeeping practices and techniques; comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; ability to read, decipher, interpret and understand difficult, detailed and complicated concepts with specialized vocabulary; ability to keep records and to prepare accurate reports from sources; ability to perform and organize work independently; ability to prepare effective correspondence on technical matters and to perform routine office management details without referral to supervisor; experience with grants and grant management preferred; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business management, accounting or related field and extensive office operations experience including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.